



**United States
Fish & Wildlife Service**

Memorandum

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Date

01/14/2005

From

AD - Budg, Planning & Hum Res

Subject

Timeliness of Selections and the OPM 45 Day Hiring Model

The Office of Personnel Management has required agencies to establish a 45-day hiring model to increase the efficiency and timeliness of Federal hiring. The Department's 45-day hiring model adopts several initiatives to eliminate internal barriers and improve the hiring process. The model covers the portion of the hiring process that is most visible to applicants and the public, from the issuance of the vacancy announcement to the selection/job offer. The model recognizes the hiring process as a shared responsibility between the human resources community and managers at all levels.

Below is the 45-day hiring model:

ACTION	OWNER	# of DAYS	TOTAL DAYS
Application Review and Issue Certificate to Selecting Official	Human Resources	1 – 15 days	15
Selection	Manager	3 – 27 days	42
Job Offer	Human Resources	1 – 3 days	45

The new 45-day model requires agencies to place greater emphasis on the timely referral of candidates to the selecting official in addition to an emphasis on timely selections.

Therefore, effective immediately, Certificates of Eligibles issued within Region 9 will be valid for 30 days. Previously certificates were valid for 90-120 days. The Selecting Official should be diligent in making the selection during the time outlined in the hiring model. If the Selecting Official is not able to make the selection within 30 days, they can request an extension for a limited time frame necessary to complete the selection process. Requests for extension must be in writing via email and be directed to the Human Resources Specialist listed on the Certificate of Eligibles.

Thank you in advance for your support in helping to improve the efficiency and timeliness of our hiring within the Fish and Wildlife Service.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.

